



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF EDUCATION PROGRAMS

ENDURING QUESTIONS

DEADLINE: September 11, 2014 (for projects beginning May 1, 2015)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.163

Items referred to in this document needed to complete your application:

- ☐ Budget form
- ☐ Sample budget for course developed by a single faculty member
- ☐ Sample budget for course developed by multiple faculty members
- ☐ Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

Preliminary sketch of proposal

You are encouraged to submit an optional preliminary sketch of your proposal to get advice from NEH staff before you submit an application. The form to use for the sketch is available on the [program resource page](#). Please send it as an attachment to enduringquestions@neh.gov before **August 14, 2014**. The staff may be unable to respond to sketches submitted after that date.

Staff comments on preliminary sketches are not part of the formal review process and have no bearing on the final outcome of the proposal.

Questions?

Contact the staff of NEH's Division of Education Programs at enduringquestions@neh.gov and 202-606-8380. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Submission via Grants.gov

All applications to this program must be submitted via Grants.gov.

To submit an application via [Grants.gov](https://www.grants.gov), you must have an active Entity record in the [System for Award Management](https://www.sam.gov) (SAM). Entity records must be updated at least annually. We strongly recommend that you update (or, if necessary, create) your SAM Entity record at least four weeks before the application deadline, and that you complete or verify your Grants.gov registration at least two weeks before the application deadline.

I. Program Description

The NEH Enduring Questions grant program supports faculty members in the preparation of a new course on a fundamental concern of human life as addressed by the humanities. This question-driven course would encourage undergraduates and teachers to join together in a deep and sustained program of reading in order to encounter influential ideas, works, and thinkers over the centuries.

What is an enduring question? The following list is neither prescriptive nor exhaustive but serves to illustrate.

- Are there universals in human nature?
- What is the source of moral authority?
- What is evil?
- Can war be just?
- How do we differ from other animals?
- Is peace possible?
- What is worth dying for?
- What is the value of education?
- Can greed be good?
- What is good government?
- What is progress?
- Am I my brother's keeper?

In addition, please also consider the questions raised in the sample funded projects, which are available on the [program resource page](#). (The samples available there include recent projects on peace, just war, literature and morality, and translation.) You can find sample syllabi from funded courses [here](#).

Enduring questions persist across historical eras and are raised in very different societies and regions. They inform intellectual, ethical, artistic, and religious traditions and engage thoughtful people from all walks of life. They transcend time and place but are also relevant to our lives today. Enduring questions have more than one plausible or compelling answer, allow for dialogue across generations, and inspire genuine intellectual pluralism.

The course is to be developed by one or more (up to four) faculty members at a single institution, but not team taught. Enduring Questions courses must be taught from a common syllabus and must be offered during the grant period at least twice by each faculty member involved in developing the course. The grant supports the work of faculty members in designing, preparing, and assessing the new course. It may also be used for ancillary activities that enhance faculty-student intellectual community, such as visits to museums and artistic or cultural events. An Enduring Questions course may be taught by faculty from any department or discipline in the humanities or by faculty outside the humanities (for example, astronomy, biology, economics, law, mathematics, medicine, or psychology), so long as humanities sources are central to the course.

To be competitive, a proposal to prepare an Enduring Questions course must require faculty to study primary sources and scholarship that will expand their current expertise.

An NEH Enduring Questions course

- explores an explicitly stated question and a sequence of related questions that sustain open inquiry;
- emphasizes extensive reading, drawing on works from a range of historical periods;
- reflects intellectual pluralism and balance, anticipating a range of plausible answers to the question at hand;
- is open to students regardless of major or concentration; and
- has institutional support, as evidenced by a letter from the president, provost, dean, program chair, or department chair, attesting 1) that the college or university supports the course, 2) that the course is new, and 3) that it will be offered at least twice during the grant period by each faculty member involved in developing it.

An Enduring Questions course may draw from both non-Western and Western traditions or solely from one or the other. It may also draw on artworks (for example, music, films, paintings, and sculpture) and incorporate ancillary activities such as museum visits, film series, and artistic and cultural events.

Enduring Questions grants may **not** be used for

- team-taught courses;
- redevelopment of previously offered courses;
- improvement of multiple courses;
- development of curricular or pedagogical methods or theories;
- preparation of courses for graduate or high school students;
- textbook research or revision;
- projects that seek to promote a particular political, religious, or ideological point of view;
- projects that advocate a particular program of social action;

- works in the creative and performing arts: for example, the creation of paintings (as opposed to the study of art history), the writing of fiction or poetry, dance performance, etc.;
- doctoral dissertations, theses, or any other research pertaining to a graduate degree program; or
- extensive travel.

NEH special initiatives

The Enduring Questions program welcomes projects that respond to the theme of [*Bridging Cultures*](#). This agency-wide initiative encourages exploration of the ways in which cultures from around the globe, as well as the myriad subcultures within America's borders, have influenced American society. With the aim of revitalizing intellectual and civic life through the humanities, NEH welcomes projects that enhance understanding of diverse countries, peoples, and cultural and intellectual traditions worldwide. Applications might also investigate how Americans have approached and attempted to surmount seemingly unbridgeable cultural divides, or examine the ideals of civility and civic discourse that have informed this quest. In connection with a focus on civic discourse, projects might explore the role of women in America's civic life as well as the civic role of women in other cultures and regions of the world.

NEH also welcomes proposals for projects that respond to the Standing Together: The Humanities and the Experience of War initiative. Such proposals focus on the history, experience, or meaning of war and military service. Humanities disciplines such as history, literature, philosophy, and the study of religion can deepen our understanding of war and military service both historically and in our own time. The study of the humanities can also lend perspective to veterans' understanding of their military service and can facilitate veterans' return to civilian life. All projects supported by NEH must be informed by scholarship and insights from the humanities.

More information about this special encouragement is available [here](#).

All applications will be given equal consideration in accordance with the program's evaluation criteria, whether or not they respond to the *Bridging Cultures* or the Standing Together initiative.

Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products. For the Enduring Questions grant program, such products may include online course materials. For projects that involve the development of Web-based resources, all other considerations being equal, NEH gives preference to those that provide free access to the public.

II. Award Information

NEH Enduring Questions grants can provide up to \$38,000 in outright funds for projects serving a single institution. The size of the maximum award depends on the number of faculty involved in developing the course. For a course developed by a single faculty member, the

maximum award is \$22,000; for a course developed by two faculty members, the maximum award is \$33,000; for a course developed by three or four faculty members, the maximum award is \$38,000. (For additional information, see the budget instructions below.)

The grant period may run between eighteen and thirty-six months. Recipients may begin their grants as early as May 1, 2015, but they must begin no later than January 1, 2016.

Cost sharing

Cost sharing is not required in this program.

III. Eligibility

Any U.S. nonprofit two- or four-year college or university with IRS tax-exempt status is eligible. Individuals are not eligible to apply.

Independent scholars are not eligible to serve as project directors. Only tenured, tenure-track, non-tenure-track, and adjunct faculty members (at U.S. nonprofit two- or four-year colleges or universities with IRS tax-exempt status) are eligible to serve as project directors. When more than one faculty member is involved in designing the course, one and only one of them must be listed in the application as the official project director of record.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

Late, incomplete, or ineligible applications will not be reviewed.

IV. Application Information

HOW TO PREPARE YOUR APPLICATION

Application advice

Prior to beginning, review the evaluation criteria listed below in Section V.

NEH staff members do not read and comment on draft proposals in the Enduring Questions program. You are, however, encouraged to submit an optional preliminary sketch of your proposal to get advice from NEH staff before you submit an application. The form to use for the sketch is available on the [program resource page](#). Please send it as an attachment to enduringquestions@neh.gov before **August 14, 2014**. The staff may be unable to respond to sketches submitted after that date.

Staff comments on preliminary sketches are not part of the formal review process and have no bearing on the final outcome of the proposal.

In addition to submitting a preliminary sketch, potential applicants may discuss with the staff specific questions that arise during the preparation of their proposals, if those questions are not covered in the Frequently Asked Questions document. (You can find a link to the Frequently Asked Questions document on the [program resource page](#).) If you have questions, contact NEH's Division of Education Programs at (202) 606-8380 or via e-mail at enduringquestions@neh.gov.

Once an application has been submitted, staff will not comment on it except with respect to issues of completeness and eligibility.

You will prepare your application for submission via Grants.gov. Please keep these important matters in mind as you prepare the application:

- all parts of the application must be put into PDF format before they are uploaded to Grants.gov;
- all pages must be formatted with one-inch margins and with a 12-point font; and
- applications exceeding the page limits will not be reviewed.

Your application should consist of the following six parts:

1. Narrative—Not to Exceed Six Double-Spaced Pages

The faculty member(s) preparing the course should provide an intellectual justification for the new humanities course. The narrative should not assume specialized knowledge and should be free of technical terms and academic jargon. The narrative should address the following areas.

Intellectual rationale and teaching value

State the enduring question in the interrogative form, and make a case for its historical persistence. Include second-order questions that are embedded within the enduring question. The question to be explored should give evidence of intellectual pluralism, anticipating more than one plausible or compelling approach.

The course must emphasize substantial reading, drawing on works from a range of historical periods. The course may also draw on artworks, including music, plays, films, paintings, or sculpture.

Course preparation

Explain why this course requires NEH grant support to be developed and taught effectively. Describe the ways in which preparing the course will expand the intellectual and scholarly range of the faculty member(s) involved. Note that the grant program prohibits team teaching and assumes that the faculty preparing the course will teach it without relying on guest lecturers.

Discuss why you have chosen the texts to be consulted in developing the course. (You should list these texts in the Course Preparation Readings attachment, which is discussed below.)

Include a timeline for such activities as completing the proposed readings, preparing materials for the class, and creating a syllabus.

- *Envisioned course design*

Identify the intended audience for this new course. Describe the institutional context of the course, including its potential to foster intellectual community and its relation to the existing curriculum.

Explain the relationship between the four to six works that are likely to be assigned in the course (to be listed in the Tentative Course Readings attachment, which is discussed below) and the enduring question to be explored.

Describe how the new course will be structured, explaining the anticipated length of the course (in weeks) and the number of sessions each week. Estimate the number of pages per week that students will be expected to read. Describe teaching methods, such as lectures, small group sessions, debates, online discussion boards, study questions, or quizzes.

Describe ancillary student activities, if any, such as class trips to concerts, plays, or museums.

Describe student writing or research components, as well as any other independent projects or potential outcomes of the course.

Discuss how the effectiveness of the new course will be assessed.

- *Dissemination*

Discuss plans for disseminating the results of the grant, including workshops with colleagues, presentations at conferences, or public lectures. If you plan to develop digital materials, describe arrangements for maintaining them after the grant period. NEH reserves the right to post the final course syllabus on its website.

2. Tentative Course Readings (for students)—Not to Exceed One Single-Spaced Page

Identify four to six texts that are likely to be included in the final syllabus of the course. The readings should be ambitious, but they should also be realistic in terms of their length and difficulty for undergraduates at your institution.

3. Course Preparation Readings (for faculty)—Not to Exceed Two Single-Spaced Pages

Identify the works that the relevant faculty member(s) plan to study, as well as the related literature and other sources to be consulted in designing the course.

4. Budget

Using the budget information below and the appropriate sample budget, complete the budget form or a format of your own that includes all the required information. Links to the budget form and the sample budgets for courses developed by a single faculty member or by multiple faculty members are available on the [program resource page](#).

NEH supports Enduring Questions projects with outright funds. Outright funds are not contingent on additional fundraising.

In preparing the budget, note that the grant period encompasses the entire period for which NEH support is requested in the application. All project activities and the expenditure of project funds must occur during the grant period. The grant period for Enduring Questions projects may run between eighteen and thirty-six months; it may not begin before May 1, 2015. Grant periods begin on the first day of the month and end on the last day of the month.

The budget should include the project costs that will be charged to grant funds. All of the items listed must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization.

When indirect costs are charged to a project, ensure that expenses included in the organization's indirect-cost pool are not charged to the project as direct costs. For further information, see the Indirect Costs section (Item 9) below.

In addition to the stipend(s) for the faculty member(s) to develop the course (discussed under Item 1 below), applicants may request funds for

- the purchase of books and other materials necessary for course development;
- funding for ancillary student activities (for example, attending plays, concerts, or museum exhibitions);
- consulting services, such as expert advice for the development of course content;
- digital consulting services to develop a digital humanities component, such as a project website;
- costs incurred in publicizing the course; and
- costs incurred in disseminating the course (for example, online, in the community, at academic meetings and conferences).

Any such budgeted items should be discussed briefly in the narrative. The requested amount may also include

- indirect costs (see the options under Item 9 below); and
- fringe benefits.

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Budget Items:

1. Salaries and Wages

Provide the names and titles of the principal project personnel. Applicants may request a stipend to develop the course. The stipend amounts are as follows:

- \$12,500 for a single faculty member;
- \$20,000 for two faculty members (each of whom would receive \$10,000); and
- \$25,000 for three or four faculty members (\$8,333 for each of three faculty members, and \$6,250 for each of four faculty members).

Information on maximum award amounts, stipends, and the limits for other project costs (for projects with one, two, three, and four directors) is summarized in the table below:

Number of Project Directors	Maximum Award Amount	Stipend 1	Stipend 2	Stipend 3	Stipend 4	Other Costs May Not Exceed
1	\$22,000	\$12,500	\$0	\$0	\$0	\$9,500
2	\$33,000	\$10,000	\$10,000	\$0	\$0	\$13,000
3	\$38,000	\$8,333	\$8,333	\$8,333	\$0	\$13,000
4	\$38,000	\$6,250	\$6,250	\$6,250	\$6,250	\$13,000
<p>Stipends support the faculty members in developing the new course and are not typically used to cover other costs. (Applicant institutions may, however, follow their own policies on this matter.)</p> <p>Other costs may include the following items: books and other materials necessary for course development; funding for ancillary student activities (for example, attending plays, concerts, or museum exhibitions); expert advice for developing the course's content; consulting services to develop a digital humanities component, such as a project website; costs incurred in publicizing and disseminating the course; indirect costs; and fringe benefits (institutional policies are applicable).</p>						

2. Fringe Benefits

Fringe benefits may include contributions for social security, employee insurance, pension plans, etc. Only those benefits not included in an organization's indirect-cost pool may be shown as direct costs. List each rate and salary base.

3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

4. Travel Costs

The lowest available commercial fares for coach or equivalent accommodations must be used. Foreign travel must be undertaken on U.S. flag carriers, when a U.S. flag carrier provides service on the requested route.

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as “various.” **All trips—both foreign and domestic—must be listed individually.**

5. Supplies and Materials

Include consumable supplies, materials to be used in the project, and items of expendable equipment (that is, equipment costing less than \$5,000 and with an estimated useful life of less than a year).

6. Services

The costs of project activities to be undertaken by a third-party contractor should be included in this category as a single line item charge. A complete itemization of the cost comprising the charge should be provided in an attachment. If there is more than one contractor, each must be budgeted separately on the form and must have an attached itemization.

Include the cost of duplication and printing, long-distance telephone calls, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect-cost pool.

7. Other Costs

Include funding for ancillary student activities and other items not previously listed. Please note that “miscellaneous” and “contingency” are not acceptable budget categories.

8. Total Direct Costs per year

Total the sum of items 1-7.

9. a.- c. Indirect Costs (Overhead)

Indirect costs are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Items that would be regarded as indirect costs include the salaries of executive officers, the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.

Indirect costs are computed by applying a federally negotiated indirect-cost rate to a distribution base (usually the direct costs of the project). If you are claiming indirect costs and your institution already has a federally negotiated indirect-cost rate agreement, please attach a copy of the agreement to the budget form.

Organizations that wish to include overhead charges in the budget but do not have a current federally negotiated indirect-cost rate agreement or have not submitted a pending indirect-cost proposal to a federal agency may choose one of the following options:

1. NEH will not require the formal negotiation of an indirect-cost rate, provided that your organization uses the government-wide rate of up to 10 percent of direct costs, less distorting items (including but not limited to capital expenditures, participant stipends, fellowships, and the portion of each individual subgrant or subcontract in excess of \$25,000). This option is not available to sponsorship (umbrella) organizations. Applicants choosing this option should understand that they must maintain documentation to support overhead charges claimed as part of project costs.
2. If your organization wishes to use a rate higher than 10 percent, provide on the budget form an estimate of the indirect-cost rate and the charges. If the application is approved for funding, the award document will explain how to negotiate an indirect-cost rate with NEH.

If you choose one of these two options, please indicate on your budget form that you are doing so.

10. Total Project Costs

The sum of items 8 and 9.

11. Project Funding

11a. Requested from NEH: Indicate the amount of outright funds requested from NEH.

11b. Cost sharing. Cost sharing is not required in Enduring Questions budgets, so the figure for 11b may be \$0.

12. Total Project Funding

Unless you are including cost sharing in the budget, repeat the amount in 11a.

5. Résumé(s) or Brief Biography or Biographies—Not to Exceed Two Single-Spaced Pages for Each Faculty Member Involved in Designing the Course

Please include the following information:

- *Current and Past Positions.*
- *Education:* List degrees, dates awarded, and titles of theses or dissertations.
- *Awards, Honors, and Fellowships:* Include dates. If you have received prior support from NEH, indicate the dates of these grants and any publications or other products that resulted from them.
- *Course List:* List all courses taught within the last three years.
- *Other Relevant Professional Activities and Publications.*

6. Letter of Institutional Commitment

A letter (from the president, provost, dean, program chair, or department chair at the institution at which the course will be taught) MUST certify 1) that the institution supports the proposed course; 2) that the course is new; and 3) that during the grant period it will be offered at least twice by each faculty member involved in developing it. Ideally, this letter would also explain the importance of the course within the institution's overall curriculum.

HOW TO SUBMIT YOUR APPLICATION

The application must be submitted to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the [program resource page](#).

Deadlines

Preliminary sketch (optional): You are encouraged to submit a preliminary sketch of your proposal to get advice from NEH staff before you submit an application. The form to use for the sketch is available on the [program resource page](#). Please send it as an attachment to enduringquestions@neh.gov before **August 14, 2014**. The staff may be unable to respond to sketches submitted after that date.

Applications for NEH Enduring Questions grants must be received by Grants.gov by 11:59 p.m. Eastern Time on September 11, 2014. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

V. Application Review

Evaluators are asked to apply the following criteria when judging the quality of applications.

1. Intellectual quality

Does the proposed course explore an enduring question that lends itself to sustained and open inquiry?

Does the proposal make a persuasive case for the historical persistence of the question?

Is there a well-articulated relationship between the enduring question to be considered and the works to be studied by the faculty member(s) in preparing the envisioned course?

Are intellectual pluralism and balance evident in the question to be considered and in the works proposed for the course?

Does the approach to the question suggest more than one plausible answer?

Does the course draw on works from a range of historical periods and societies?

Does the course emphasize substantial readings?

Is the proposal clear, free of academic jargon, and accessible to nonspecialists?

2. Feasibility

Does the course development plan require the faculty member(s) to read extensively from a body of primary and scholarly literature that reaches significantly beyond their current expertise?

Is the plan of work well designed?

Is the envisioned course well suited to its intended audience?

Are the envisioned course readings ambitious but realistic for undergraduates at the applicant institution?

Are ancillary activities, if any, well conceived?

3. Impact

Is the proposed course new?

Does the course have the potential to foster intellectual community—anchored in an enduring question—among students in the course?

Has the institution committed to having the course offered at least twice during the grant period by each faculty member involved in developing it?

Are the dissemination plans appropriate?

NEH expects grantees to provide broad access to all grant products, insofar as the conditions of the materials and intellectual property rights allow. In particular, NEH expects grantees to make the course syllabus (accompanied by the NEH logo) accessible to the public, and it reserves the right to disseminate information (such as syllabi and links to course websites) on its own website. For projects that lead to the development of websites, all other considerations being equal, NEH gives preference to those that provide free access to the public.

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the [National Council on the Humanities](#). The National Council meets at various times during the year to advise the NEH chairman on grants. The Chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

VI. Award Administration Information

System for Award Management Entity records

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, an applicant organization must maintain current information in its Entity record in the System for Award Management (SAM), which now administers the former Central Contractor Registry (CCR). You must therefore review and update the information in your Entity record at least annually after the initial registration, and more frequently if required by changes in your

information or another award term. In order for you to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in your Entity record must be current. You can update your organization's Entity record [here](#). You may need a new SAM User Account to register or update your Entity record.

Award notices

Applicants will be notified of the decision by e-mail in March 2015. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in April 2015. Applicants may obtain the evaluations of their applications by sending an e-mail message to enduringquestions@neh.gov.

Administrative requirements

Before submitting an application, applicants should review their [responsibilities as an award recipient](#).

Award conditions

The requirements for awards are contained in the [General Terms and Conditions for Awards](#), the [Addendum](#) to it, any specific terms and conditions contained in the award documents, and the applicable [OMB circulars governing federal grants management](#).

Reporting requirements

A schedule of report due dates will be included with the award documents. Reports must be submitted electronically via [eGMS](#), NEH's online grant management system.

Interim reports and a final performance report will be required. Further details can be found in [Performance Reporting Requirements](#).

A final [Federal Financial Report](#) (SF-425, PDF) will be due within ninety days after the end of the award period. For further details, please see the [Financial Reporting Requirements](#).

Recipients will be expected to submit a course syllabus, a bibliography, and other relevant materials upon the completion of the grant. These materials may be posted on the NEH website.

VII. Points of Contact

If you have questions about the program, contact:

Enduring Questions
Division of Education Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8380
enduringquestions@neh.gov

If you need help using Grants.gov, refer to

Grants.gov: www.Grants.gov

Grants.gov help desk: support@Grants.gov

Grants.gov customer support tutorials and manuals:

<http://www.grants.gov/web/grants/applicants/applicant-resources.html>

Grants.gov support line: 1-800-518-GRANTS (4726)

Grants.gov [troubleshooting tips](#)

VIII. Other Information

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

APPLICATION CHECKLIST

- ☐ **Verify and if necessary update your institution's Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.
- ☐ **Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before deadline.
- ☐ **Download application package from Grants.gov.** The [program resource page](#) on NEH's website has a direct link to the package. Alternatively, you can search Grants.gov

for this program. The program resource page also has a direct link to the instructions for completing the package.

□ **Complete the following forms contained in Grants.gov application package.**

1. Application for Federal Domestic Assistance - Short Organizational
2. Supplementary Cover Sheet for NEH Grant Programs
3. Project/Performance Site Location(s) Form
4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

ATTACHMENT 1: Project narrative (name the file “narrative.pdf”)

ATTACHMENT 2: Tentative course readings (name the file “readings.pdf”)

ATTACHMENT 3: Course preparation readings (name the file “courseprep.pdf”)

ATTACHMENT 4: Budget and—if you are claiming indirect costs—a copy of your institution’s current federally negotiated indirect cost rate agreement (name the file “budget.pdf”)

ATTACHMENT 5: Résumé(s) of the faculty who would develop the course (name the file “resume.pdf”)

ATTACHMENT 6: Letter of institutional commitment (name the file “letter.pdf”)

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don’t already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

Upload your application to Grants.gov. NEH suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.